

REQUEST FOR PROPOSALS (RFP) NO. 05-041

TO

FURNISH, DELIVER, INSTALL, MONITOR, AND MAINTAIN

SECURITY ALARM SYSTEM

FOR

HONOLULU COMMUNITY COLLEGE

UNIVERSITY OF HAWAII

HONOLULU, HAWAII

JANUARY, 2005

BOARD OF REGENTS

UNIVERSITY OF HAWAII

HONOLULU, HAWAII

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NOTICE TO OFFERORS

(Section 304-4, HRS)

PROPOSAL FORMS for Request for Proposal (RFP) No. 05-041, Security Alarm System for Honolulu Community College, will be available from and received in the OFFICE OF PROCUREMENT AND REAL PROPERTY MANAGEMENT, UNIVERSITY OF HAWAII, 1400 LOWER CAMPUS ROAD, ROOM 15, HONOLULU, HAWAII 96822, (an unofficial copy of the RFP is available on the Internet at <http://www2.state.hi.us/bidapps/showbids.cfm>) and must be submitted no later than 2:30 p.m., February 18, 2005. Proposals received after the time and date fixed for submission will not be considered.

Vendors located outside the Island of Oahu, Hawaii, USA, may request an official copy of the RFP to be sent via U.S. Postal Service by providing the vendor's name, address, contact person and telephone number. If express shipment is desired, requests must be submitted in writing with an account number, BILLABLE TO THE RECEIVER, and an authorized signature. Requests may be transmitted via facsimile, (808) 956-2093. Direct all questions to Bruce Isaacs, telephone (808) 956-8634.

David McClain

Interim President, University of Hawaii

Advertised: Honolulu Star-Bulletin

Issue of: January 10, 2005

NOTICE TO OFFERORS

OPRPM FORM 115

BUSINESS CLASSIFICATION CERTIFICATION STATEMENT

(See Official Document)

SECTION 1 ADMINISTRATIVE OVERVIEW

1.1 INTRODUCTION

This is a Request for Proposals (RFP) issued by the University of Hawaii to solicit proposals from offerors who wish to be considered to Furnish, Deliver, Install, Monitor, and Maintain a Security Alarm System for Honolulu Community College, University of Hawaii, Honolulu, Hawaii.

1.2 AUTHORITY

This Request for Proposals (RFP) is issued under the provisions of the Hawaii Revised Statutes, Section 304-4(d). All prospective Contractors are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective Contractor shall constitute admission of such knowledge on the part of such prospective Contractor.

1.3 RFP ORGANIZATION

This RFP is organized into the following sections:

Section 1, Administrative Overview -- Provides offerors with general information on the objectives of this RFP, procurement schedule, and procurement overview.

Section 2, Scope of Work -- Provides offerors with a general description of the tasks to be performed, delineates University and Contractor responsibilities, and defines deliverables.

Section 3, Proposal Requirements -- Describes the required format and content for the offeror's proposal.

Section 4, Criteria to Evaluate Proposals -- Describes how proposals will be evaluated by the University of Hawaii.

Section 5, Special Provisions -- Provides offerors the terms and conditions under which the work will be performed.

1.4 SCHEDULE OF KEY DATES

The schedule of key dates set forth herein represents the University's best estimate of the schedule that will be followed. Any of the dates listed below may be changed at any time at the sole discretion of the Director, Office of Procurement and Real Property Management:

RFP Issued	<u>01/10/05</u>
Pre-Proposal Conference	<u>01/28/05</u>
Closing Date for Submission of Questions	<u>02/04/05</u>
University Response to Questions	<u>02/11/05</u>
Closing Date for Receipt of Proposals	<u>02/18/05</u>
Proposal Review Period	<u>02/22-03/04/05</u>
Contractor Selection and Award	<u>03/07/05</u>
Contract Start Date	<u>04/01/05</u> (Tentative)

1.5 SUBMISSION OF PROPOSALS

Offerors shall submit an original plus FOUR (4) copies of the proposal. Proposals shall be received by the Office of Procurement and Real Property Management, University of Hawaii, no later than 2:30 p.m., H.S.T., on **February 18, 2005**.

Proposals shall be mailed or delivered to:

Office of Procurement and Real Property Management
University of Hawaii
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822

Any proposal received after this date and time shall be rejected.

The outside cover of the package containing the proposal shall be marked:

Office of Procurement and Real Property Management
University of Hawaii
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822
RFP No. 05-041, Security Alarm System for Honolulu Community College
(Name of Offeror)

1.6 COSTS FOR PROPOSAL PREPARATION

Any costs incurred by offerors in preparing or submitting a proposal shall be the offeror's sole responsibility.

1.7 DISQUALIFICATION OF PROPOSALS

- a. The University reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the scope of the work. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be disqualified without further notice.
- b. An offeror shall be disqualified and the proposal automatically rejected for any one or more of the following reasons:
 - 1) The proposal shows any noncompliance with applicable law.
 - 2) The proposal is conditional, incomplete, or irregular in such a way as to make the proposal indefinite or ambiguous as to its meaning.
 - 3) The proposal has any provision reserving the right to accept or reject award, or to enter into a contract pursuant to an award, or provisions contrary to those required in the solicitation.
 - 4) The offeror is debarred or suspended.

1.8 PROCUREMENT OFFICER

This RFP is issued by the Office of Procurement and Real Property Management, University of Hawaii. The Procurement Officer responsible for overseeing the contract is Duff Zwald, Director of the Office of Procurement and Real Property Management.

1.9 TECHNICAL REPRESENTATIVE OF THE PROCUREMENT OFFICER (TRPO)

The individual listed below is the Technical Representative of the Procurement Officer (TRPO):

Ken Kato, Director
Administrative Services
Honolulu Community College
Telephone: (808) 845-9123
Facsimile: (808) 845-9173
Email: kato@hcc.hawaii.edu

1.10 ISSUING OFFICER

The individual listed below is the issuing officer and the official contact for all communication regarding this RFP:

Bruce Isaacs, Procurement Specialist
Office of Procurement and Real Property Management
University of Hawaii
1400 Lower Campus Road, Room 15
Honolulu, Hawaii 96822
Telephone: (808) 956-8634
Facsimile: (808) 956-2093

1.11 CHANGES TO CONTRACTOR'S FEE

It is recognized that audit disallowances and other changes may require adjustments in the compensation due to the Contractor. In the event that future actions would either disallow or minimize the payments already made to the Contractor, the Contractor shall assist the University in defending the correctness of the claim for reimbursement. If the disallowance or adjustment is upheld, then the Contractor will participate in the payback to the extent the amount of the disallowance or adjustment contributed to the total fee received by the Contractor. Payment to the University shall be made within THIRTY (30) calendar days from which official notice is received by the Contractor from the University.

1.12 RFP AMENDMENTS

The University reserves the right to amend the RFP any time prior to the closing date for best and final offers.

1.13 AWARD ON INITIAL PROPOSALS

The University may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms.

1.14 AVAILABILITY OF FUNDS

Offerors are advised that the award of this contract is contingent upon availability of funds. If funds are not available, the University reserves the right not to make award of this contract.

1.15 NOTICE TO PROCEED

The University shall not be responsible for work done, even in good faith, prior to the University's Notice to Proceed unless specific provisions are made in the contract.

1.16 RFP SUBMITTALS BECOME PROPERTY OF THE UNIVERSITY

All proposals and other material submitted shall become the property of the University and may be returned only at the University's option.

SECTION 2 SCOPE OF WORK

2.1 OBJECTIVES AND OVERVIEW

- a. To furnish, deliver, install, monitor, and maintain a silent security alarm system for Honolulu Community College.
- b. Honolulu Community College currently has a silent alarm contract with Sentinel Silent Alarm Company, Inc. for the campus located at 874 Dillingham Boulevard. This system has remote programming capability, two-way voice capability, and is monitored via a central station located in the State of Hawaii.

The campus covers approximately 20 acres with approximately 30 buildings that vary in size from 1 to 6 stories. The college also has off-campus sites at Kalaeloa Airport, Sand Island Access Road, Lagoon Drive, Kokea Street, and N. King Street.

- 1) Fire alarm panels are at Building 8806, Simplex Model No. 4120, and at Building 8828, Simplex Model No. 4020.
 - 2) Fire alarm panel at Hangar 111, Kalaeloa Airport, Room 117A, Edward Systems Technology, Model EST2.
 - 3) Fire alarm panel at METC, Building 8850, 10 Sand Island Parkway, Honolulu, Hawaii 96819, Simplex Model No. 4002.
 - 4) Fire alarm panel at AERO, Building 8852, 140 Iako Place, Honolulu, Hawaii 96819, Simplex Model No. 4010.
 - 5) Fire alarm panels at Building 8843 and Building 8844, 445 Kokea Street, Honolulu, Hawaii 96819, Simplex Model No. 4005.
 - 6 Honolulu Community College is requiring central fire alarm system monitoring.
- c. Honolulu Community College has experienced its share of break-ins, theft, and vandalism, and is looking for a security alarm system that will be able to monitor the campus and provide timely and immediate response.

2.2 GENERAL REQUIREMENTS FOR ALARM SYSTEM

- a. The following are the present alarm requirements for Honolulu Community College:

- 1) Bldg. 8802, Technology, excluding 503: **30 door contacts, 1 motion.**
 - ▶ 1st floor rooms, 108 (Health Office), 111 (3 doors: Diamond Head, Mauka, and hallway), 113, 114, 115, 116, and 130 (Electrical Room); **entry only.**
Mauka, Makai, and main fire exits; **entry only.**
 - ▶ 2nd floor rooms, Mauka, Makai, and main fire exits; **entry only.**
 - ▶ 3rd floor rooms, Mauka, Makai, and main fire exits; **entry only.**
 - ▶ 4th floor rooms, Mauka, Makai, and main fire exits; **entry only.**
 - ▶ 5th floor rooms, 506, 507 (2 doors), Mauka, Makai; and in main fire exits, **entry only.** Mauka-Makai hallway; **motion.**
 - ▶ 6th floor rooms, Mauka, Makai, and main fire exits; **entry only.**
 - ▶ Keypad in 130 (Electrical Room).
- 2) Bldg. 8802, ITC Office Room 503: **3 door contacts.**
 - ▶ Three doors, **entry only.** Dual keypad inside Makai doors.
- 3) Bldg. 8803, Auto Body/ETC Offices: **10 door contacts.**
 - ▶ Exterior doors - Dillingham, 3B (double doors), 6, 8, 18, Mauka/Diamond Head, Garage area 20, 20C.
 - ▶ Keypad on Mauka/Diamond Head corner.
- 4) Bldg. 8804, Cafeteria: **13 door contacts, 2 motion.**
 - ▶ Interior/exterior doors - hallway from mall, kitchen (Ewa), hallway from office to kitchen, 7 roll ups to serving counter; kitchen from dining area (3 doors); **entry only.**
 - ▶ **Motion** across dining area, **motion** in office.
 - ▶ Keypad by kitchen Ewa exit.
- 5) Bldg. 8804, Apprentice/Security Offices/Music room: **8 door contacts.**
 - ▶ Interior/exterior doors - 18, 27 (Boiler Room), Mauka, Makai, Ewa, and Diamond Head exits, 8 (2 doors); **entry only.**
 - ▶ Keypad outside of 28.

- 6) Bldg. 8805, Science 1st Floor: **11 door contacts**.
▶ 1st floor rooms - 101 (2 doors), 102 (2 doors), 107 (2 doors), 107A (2 doors), 107B, Vending (Ewa and Diamond Head); **entry only**.

▶ **Motion** in 101 and 102 also. Keypad in 107 (Diamond Head side).
- 7) Bldg. 8805, Ocean Lab: **3 door contacts, 1 motion**.
▶ Interior/exterior doors - 108 (2 doors), 108C (1 interior door); **entry**.

▶ **Motion** in 108. Keypad in 108C.
- 8) Bldg. 8805, Science 2nd Floor: **18 door contacts, 2 motion**.
▶ 2nd floor rooms - 201 (2 doors), 204 (2 doors), 205 (2 doors), 206 (2 doors), 206A (3 doors), 208, 208A, 209 (2 doors), 210 (3 doors); **entry only**.

▶ **Motion** in 208 and 210. Keypad in 107.
- 9) Bldg. 8806, Administration: **7 doors, 5 motion**.
▶ Exterior doors – Mauka (double door), Ewa (double door), and mail room entrances, 115 (Telephone room), 131F office; **entry only**.

▶ **Motion** in Business Office hallway, Records Office, and outside of 101, opposite ends of 2nd floor. Keypad inside 1st Floor Ewa exit.
- 10) Bldg. 8807, Library and Classrooms: **21 doors**.
▶ 1st floor rooms - Front Entrance (**2 doors**), Ewa, Diamond Head, from 106 and 108 to 107 (**2 doors**); **entry only**.

▶ 2nd floor rooms - Makai, Ewa, Diamond Head fire exits; **entry only**.

▶ 3rd floor rooms - Makai, Ewa, Diamond Head fire exits; **entry only**.

▶ 4th floor rooms - Makai, Ewa, Diamond Head fire exits; **entry only**.

▶ 5th floor rooms - Makai, Ewa, Diamond Head fire exits; **entry only**.

▶ 6th floor rooms - Makai, Ewa, Diamond Head fire exits; **entry only**.

▶ Keypad by 1st floor circulation desk.
- 11) Bldg. 8807, Library Rear Door: **2 door contacts**.
▶ Exterior door - Mauka exit (double door); **entry only**. Keypad at Mauka exit.

- 12) Bldg 8809, Fire & OESM: **2 door contacts**.
 - ▶ Exterior doors - Diamond Head and Makai; **entry only**. Keypad at Makai exit.
- 13) Bldg. 8811 (A&B), Child Care; **1 door contact, 3 motions**.
 - ▶ Exterior door - 8A; **entry only**. **1 motion** in 11A, **2 motions** in 11B. Keypad at Makai exit.
- 14) Bldg. 8812, Atlantis Cyberspace: **1 door contact, 11 roll ups**.
 - ▶ Exterior doors - 102 (**roll up**); 105 (Mauka - **3 roll ups**), Makai (**7 roll ups**); **entry only**. **Entry and motion** in 102. Keypad in 102.
- 15) Bldg. 8813, CENT: **4 door contacts, 6 motions**.
 - ▶ Exterior doors - Makai/Ewa, Makai/Diamond Head, 100, 103, **entry only**.
 - ▶ **Motion** in 101, 104, 108, 112, main corridor, Diamond Head corridor.
 - ▶ Keypad at Makai/Ewa exit.
- 16) Bldg. 8814, Carpentry.
 - ▶ Exterior doors - Diamond Head (**2 doors**), Ewa; (**1 door**).
 - ▶ Interior door, 1 door leading to restrooms.
- 17) Bldg. 8814, Glaziers: **2 door contacts**.
 - ▶ Exterior doors - Ewa, Diamond Head exits; **entry only**.
- 18) Bldg. 8814, Welding: **8 door contacts** including Room 103. and Iron Gate Door entrance next to Room 105.
- 19) Bldg. 8814, Refrigeration (Room 110): **4 door contacts**.
 - ▶ Exterior door – 1 door.
 - ▶ Interior doors – 3 doors.
- 20) Bldg. 8814, Trades Building Front Middle: **7 door contacts, 5 motions**.
 - ▶ Makai-Ewa Iron gate (exterior), double doors inside; Makai-Diamond Head Iron gate (exterior), double doors inside, 114 Makai-Ewa interior door; door to Makai-Ewa stairwell and door to Makai-Diamond Head stairwell, **entry only**.

► **Motion** in 105, 106, 107, 108, 109A.

► Keypad(s) inside of Makai-Ewa Iron gate.

Zone 1 = Glaziers and Welding.

Zone 2 = Refrigeration except exterior door, Rooms 105, 106, 107, 108, 109A, and the two double doors (Front Middle).

Zone 3 = Carpentry and Room 114 Makai-Ewa Door.

Zone 4 = Makai-Ewa and Makai-Diamond Head Iron Gates and doors (2) to stairwells and Refrigeration exterior door.

21) Bldg. 8814, ETC Trailer: **2 door contacts**.

► Exterior doors – Ewa, Diamond Head; **entry only**, Keypad at Ewa exit.

22) Bldg. 8816, Print Shop: **4 doors, 3 roll ups**.

► Interior/exterior doors - **4 roll ups**, 6 Makai door, Mauka roll up, 6B (Ewa door, Diamond Head roll up), 6C (**2 doors**); **entry only**. Keypad in Makai side of 6.

23) Bldg. 8817, Sheet Metal Shop: **4 doors**.

► Interior/exterior doors - 1, 11 (from storage area), 13, Mauka entrance, **entry only**. Keypad at 13.

24) Bldg. 8818, Maintenance Shop: **4 door contacts, 1 roll up**.

► Interior/exterior doors - Ewa, Storage (Ewa), Diamond Head (roll up), Mauka hallway entrance, maintenance office; **entry only**. Keypad at Diamond Head exit.

25) Bldg. 8820, CENT: **7 door contacts**.

► Exterior doors - 1, 2, 4, 10, 11 (**2 doors**), 15. Keypad at 15 Mauka exit.

26) Bldg. 8824, Electricity Shop: **15 door contacts, 1 motion**.

► Interior/exterior doors - 3 (**2 doors**), 5, 6, 7, 8 (**2 double doors**), 9 (**3 doors**), 10 (**3 doors**), **entry only**. **Motion** in 8 (Makai).

► Keypad at Mauka side of 8.

27) Bldg. 8827, Cosmetology: **9 door contacts**.

► Exterior doors - 101, 102, 105, 107, 111, 113, 116, Mauka, Makai; **entry only**. Keypad at Mauka exit.

- 28) Bldg. 8828, Fire Station: **2 door contacts**.
 - ▶ Exterior doors - Diamond Head, Makai; **entry only**. Keypad at Makai exit.
 - 29) Bldg. 8843, Automotive: **21 door contacts, 14 roll ups, 2 motions**.
 - ▶ Interior/exterior doors - Diamond Head, Mauka, and Makai exits, 1 (**2 doors**), 2, 3, 4, 5, 6A (**door and roll up**), 12 (**combo door/roll up**), 13 (**combo door/roll up**), 14 (**2 doors**), 19 (**combo door/roll up, 2 roll up doors**), 22 (**combo door/roll up, 2 roll up doors**), 22 (**combo door/roll up, 2 roll up doors**), 25, 26 (**combo door/roll up, 4 roll up doors**), 27 (**2 doors**), 28; **motion only**.
 - ▶ Two motion sensors at entry driveway. Dual keypad in 4.
 - 30) Bldg. 8844, Diesel Mechanics: **4 door contacts, 13 roll ups**.
 - ▶ Exterior doors - front entrance 1A (**1 door and 8 roll ups**). 1B (**1 door and 5 roll ups**), 5, 7; **entry only**. Keypad at front entrance.
 - 31) Bldg. 8850, Marine Education & Training Center: **5 doors, 9 roll ups**.
 - ▶ Exterior doors - Diamond Head Lanai, Ewa Lanai, Wood Boat Shop (**1 door and 5 roll ups**), FRP Bay (**1 door and roll up**), Propulsion Bay (**1 door and 3 roll ups**); **entry only**.
 - ▶ Dual keypad at Diamond Head Lanai entrance.
 - 32) Bldg. 8871ABC, ETC: **19 door contacts**.
 - ▶ Exterior doors 1 (**2 doors**), 2 (**3 doors**), 3, 4/4A (**6 doors**), 5 (**2 doors**), 6, 7 (**2 doors**), 8 (**2 doors**). Keypad in 2.
 - 33) Bldg. 8871D, ETC: **3 doors, 1 motion**.
 - ▶ Exterior doors - 1, 2, 3, **entry only**. **Motion** in 2. Keypad in Diamond Head side of 3.
- b. As a minimum, "motion and entry" type alarm system shall be provided, which shall also be Underwriters Laboratories Listed for Bank and Mercantile Alarms up to Grade AA Listing.
 - c. All equipment used in conjunction with the alarm system shall be new.
 - d. As a minimum, alarm system shall have remote programming or downloading capability, two-way voice capability.
- 1) Alarm system shall be monitored by the offeror via an Underwriters Laboratories Listed central station located in the State of Hawaii.

- e. All burglar alarm installations shall provide complete perimeter protection.
 - 1) Complete perimeter protection shall be defined as the electrostatic protection of all accessible openings, i.e., doors, movable windows, ceiling traps, etc.
- f. All required wires, hardware, materials and labor shall be included for complete installation, meeting Underwriters Laboratories and NFPA standards.

2.3 CONTRACTOR'S RESPONSIBILITIES

- a. Furnish, deliver, and install the new alarm system at Honolulu Community College.
- b. Monitor, maintain, and repair the installed alarm system, TWENTY-FOUR (24) hours per day, SEVEN (7) days per week.
- c. Maintain complete records on all openings, closings, and alarms, and shall furnish this information upon request to the Director of Administrative Services or designated representative of Honolulu Community College.
- d. Contact the appropriate Honolulu Community College personnel immediately about any openings, closings, alarms, and problems occurring when monitoring the alarm system.
- e. Upon request by the University, add or remove alarm equipment from designated campus sites.
- f. After consultation with and approval by the University, develop alarm system notification procedures and provide appropriate training for designated University personnel to demonstrate steps as: setting the alarm, disarming the alarm, reporting false and bona-fide alarms, etc.

2.4 UNIVERSITY'S RESPONSIBILITIES

- a. Provide access to the campus for installation, maintenance, repair and monitoring of the Contractor's alarm system.
- b. Advise Contractor about Honolulu Community College's security procedures for dealing with break-ins, alarms, security alerts, and appropriate University personnel to contact during off-hours.
- c. Advise Contractor about any power outages, power failures, construction, repairs, and any other disruptions that may affect monitoring of the alarm system.

- d. Provide timely feedback to the Contractor about any problems with the alarm system as false alarms, system breakdowns, repairs, notifying appropriate University personnel of alarms during off-hours, etc.

2.5 MINIMUM QUALIFICATIONS FOR CONTRACTOR

- a. Shall be experienced in furnishing, installing, maintaining and monitoring security alarm systems similar to that required by the University. (Minimum of FIVE [5] years' experience.)

2.6 CONTRACT DATES

- a. The contract shall commence from the date designated in the Notice to Proceed and installation of the alarm system shall be completed within THIRTY (30) consecutive calendar days from the date of the Notice to Proceed.
- b. The initial term of the maintenance portion of the contract shall be for a period of ONE (1) year; and thereafter, the maintenance portion of the contract may be renewed from year to year, for a total of SEVEN (7) years, without the necessity of rebidding, upon mutual agreement in writing, NINETY (90) days' prior to the annual renewal date. Further, the University terminate the contract at any time, after the first year, upon NINETY (90) days' prior written notice.

SECTION 3 PROPOSAL REQUIREMENTS

3.1 INTRODUCTION

This section indicates the proposal requirements for this RFP which shall be submitted by the deadline set for submission of proposals. Fulfillment of all proposal requirements listed is mandatory for consideration of proposals.

The Proposal shall include the following subsections:

- Proposal Letter
- Project Narrative
- References

3.2 PROPOSAL LETTER (Appendix A)

The Proposal Letter shown in Appendix A shall be signed by an individual authorized to legally bind the offeror, dated, and be affixed with the corporate seal (if corporate seal is available). If said individual is not the corporate president, evidence shall be submitted showing the individual's authority to bind the corporation. The fully executed proposal letter shall be submitted along with the proposal.

3.3 PROJECT NARRATIVE (Appendix B)

- A. Provide the manufacturer name, model number, and description (manufacturer's literature and pictures) of the alarm system to be furnished, installed and monitored for this contract. Also provide the number of years the offeror has been in business installing, maintaining and monitoring alarm systems (minimum of FIVE [5] years).
- B. Describe the alarm system's capabilities; e.g.,
 - 1) As a minimum the alarm should be "motion and entry" type. Vendors may offer more sophisticated and advanced systems, and if doing so, it should be stated that the system is a higher level than "motion and entry" type.
 - 2) How system is armed and disarmed.

- 3) How system is monitored and how University personnel will be contacted for alarms.

C. Describe the maintenance program for the alarm system.

- 1) How often system will be checked, the type of maintenance work to be performed.
- 2) How repair work will be handled, and response time to emergency calls.
- 3) Parts availability in the State of Hawaii.
- 4) Number of technicians to service Honolulu Community College and their qualifications.

D. State the costs to furnish, deliver and install the alarm system, monthly maintenance costs for the University. Prices shall be f.o.b. destination, including labor costs, travel time and all applicable taxes.

3.4 REFERENCES (Appendix C)

Offerors shall provide a minimum of THREE (3) references who can attest to the offeror's service and alarm system. The names of companies, addresses, phone numbers and contact persons shall be furnished. The University reserves the right to contact the references for additional information.

3.5 SITE(S) TO VIEW ALARM SYSTEM AND MONITORING

Upon request by the University, offerors shall provide site(s) where the proposed alarm system is in operation and monitored for the University to visit and inspect.

3.6 OFFEROR'S PROPOSAL SUBMITTALS CHECK LIST

The following checklist is provided to assist the offeror in submitting the appropriate documents with their proposals:

- 1) _____ Business Classification Certification Statement
- 2) _____ Appendix A, Proposal Letter (if applicable, shall include a corporate seal and an Evidence of Authority if the individual signing the proposal on behalf of the company is not the corporate president)
- 3) _____ Appendix B, Project Narrative
- 4) _____ Appendix C, References
- 5) _____ State of Hawaii Department of Taxation and Internal Revenue Service certified Tax Clearance Certificate or OPRPM Form 128, CERTIFICATION FOR TAX CLEARANCE.

SECTION 4 CRITERIA TO EVALUATE PROPOSALS

Proposals will be evaluated to determine those which are acceptable, potentially acceptable, or unacceptable. Offerors must receive a score of at least 70% in each category for their proposal to be considered as acceptable or potentially acceptable. Best and final offers may be allowed when applicable.

Contract award will be made to the responsive and responsible offeror whose proposal is determined by a committee to be the most advantageous to the University based on the following evaluation criteria:

1. Type of Alarm System: **20 pts. maximum**
 - a. Basic "motion and entry" type. (15 points)
 - b. 1 level above "motion and entry" type. (18 points)
 - c. 2 levels above "motion and entry" type. (20 points)

2. Alarm System Capabilities: **20 pts. maximum**
 - a. How system is armed and disarmed. (10 points)
 - b. How system is monitored and how University personnel will be contacted for alarms. (10 points)

3. Maintenance Program for Alarm System: **20 pts. maximum**
 - a. How often system will be checked and type of maintenance work to be performed. (5 points)
 - b. Repair work and response time to emergency calls. (5 points)
 - c. Parts availability in the State of Hawaii. (5 points)
 - d. Number of technicians to service Honolulu Community College and their qualifications. (5 points)

4. Costs: **30 pts. maximum**
 - a. Costs to furnish, deliver, and install alarm system. (15 points)
 - b. Monthly maintenance and monitoring costs for the alarm system. (15 points)

- TOTAL POSSIBLE POINTS** **100 pts.**

SECTION 5 SPECIAL PROVISIONS

5.1 SCOPE

The Furnishing, Delivery, Installation, Monitoring, and Maintenance of Alarm System for Honolulu Community College, shall be in accordance with the terms and conditions of RFP No. 05-041 and the General Provisions dated March, 2003, included by reference. Copies of the General Provisions are available at the Office of Procurement and Real Property Management, University of Hawaii, 1400 Lower Campus Road, Room 15, Honolulu, Hawaii 96822 or the General Provisions may be viewed at: <http://www2.state.hi.us/bidfiles/uhgpgs.pdf>

5.2 REFERENCES

The University reserves the right to contact the references named in Appendix C, REFERENCES, and to reject a proposal submitted by any offeror whose performance on other projects has been unsatisfactory.

5.3 PAYMENT

Payment by the University shall be made in accordance with Section 103-10, Hawaii Revised Statutes.

5.4 OPENING OF PROPOSALS

Proposals will be opened at the date and time specified in Subsection 1.4, SCHEDULE OF KEY DATES, or as amended at the proposal submittal office. The proposal opening will not be open to the public. Proposals may be available for public inspection upon notice of award and shall be available for public inspection after the contract is signed by all parties.

5.5 CONTRACT INVALIDATION

If any provision of this contract is found to be invalid, such invalidation will not be construed to invalidate the entire contract.

5.6 SITE INSPECTION

Each offeror shall visit the site and examine the conditions of same and be aware or satisfied as to the physical condition and environment in relation to the terms and conditions of the proposal specifications. No additional allowance will be granted because of lack of knowledge of such conditions. Offerors shall arrange for an appointment by calling Ken Kato, Director of Administrative Services, telephone (808) 845-9123, on any normal working day, Monday through Friday, after 9:00 a.m., but not later than 4:00 p.m.

5.7 PRE-PROPOSAL CONFERENCE

A pre-proposal conference is scheduled at **7:30 a.m.** on **January 28, 2005** in Building 6, 2nd Floor Conference Room, at Honolulu Community College to review the Request for Proposals with Ken Kato, Director of Administrative Services, telephone (808) 845-9123 and Bruce Isaacs, Procurement Specialist, telephone (808) 956-8634 to clarify any ambiguities. All offerors are encouraged to attend and satisfy themselves as to the existing conditions and the nature and amount of work called for by the Request for Proposals. No additional allowance will be granted because of lack of knowledge due to failure to attend the briefing. At the end of the meeting, interested parties will be escorted through the facility for visual examination of the site.

5.8 TERM

The successful offeror agrees to enter into a contract with the University for an initial period of ONE (1) year commencing within NINETY (90) consecutive calendar days from the date designated in the Notice to Proceed, provided that the monthly concession fee paid to the University, and the rebate percentage due to the University remains the same or increases during the initial term of the contract. Thereafter, the contract shall be renewable from year to year, for SIX (6) additional years, without the necessity of rebidding, upon mutual agreement in writing, NINETY (90) days' prior to the annual renewal date, again, provided that the monthly concession fee paid to the University, and the rebate percentage due to the University remains the same or increases throughout the duration of the contract.

5.9 LIABILITY AND INDEMNITY

It is expressly understood that the successful offeror shall be an independent contractor engaged in transacting its own business on its own account in the premises furnished by the University. Contractor shall expressly agree to pay for the costs of all labor, material, supplies, and other expenses in connection with the operation of its business and to defend, indemnify, and hold harmless the University and any individual member thereof, from any and all claims or demands for damages and liability for anything and everything whatsoever arising from, or out of the services provided by the Contractor or the Contractor's employees.

5.10 INSURANCE

Contractor shall maintain insurance acceptable to the University in full force and effect throughout the term of this contract. The policy or policies of insurance maintained by Contractor shall provide Combined Single Limit Coverage (bodily injury and property damage) in the amount of \$1,000,000 per occurrence.

Insurance shall be in force the first day of the term of this contract.

Each insurance policy required by this contract shall contain the following three clauses:

- a. "This insurance shall not be cancelled, limited in scope of coverage or non-renewed until after THIRTY (30) days' written notice has been given to the University of Hawaii, Director of Office of Procurement and Real Property Management."
- b. "It is agreed that any insurance maintained by the University of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy."
- c. "The University of Hawaii is added as an insured as respects to operations performed for the University of Hawaii."

Clauses b and c are waived for any professional liability/errors and omissions liability insurance.

Contractor agrees to deposit with University, on or before the effective date of this contract, certificates of insurance necessary to satisfy the University that the insurance provisions of this contract have been complied with and to keep such insurance in effect and the certificates therefor on deposit with the University during the entire term of this contract.

The University shall retain the right at any time to review the coverage, form, and amount of the insurance required hereby. If, in the opinion of the University, the insurance provisions in this contract do not provide adequate protection for the University, the University may require Contractor to obtain insurance sufficient in coverage, form, and amount to provide adequate protection. The University's requirements shall be reasonable but shall be designed to assure protection from and against the kind and extent of the risks which exist at the time a change in insurance is required.

The University shall notify the Contractor in writing of changes in the insurance requirements; and if Contractor does not deposit copies of acceptable insurance policies with the University incorporating such changes within SIXTY (60) days' of receipt of such notice, this contract shall be in default without further notice to Contractor and the University shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this contract. Notwithstanding said policy or policies of insurance, Contractor shall be obligated for the full and total amount of any damage, injury, or loss arising from its acts or omissions with respect to this contract.

NOTE: Other forms of insurance coverage naming the University as additional insured, such as the Owner's and Contractor's Protective Liability Insurance Policy, with the above limits shall be acceptable.

5.11 TERMINATION OF CONTRACT

In the event the successful offeror fails to meet all commitments in accordance with the contract specifications and does not remedy such default within SIXTY (60) days after receipt of written notice, the University reserves the right to terminate the contract.

Should the University exercise its right of termination, such exercise shall be without prejudice to any other remedy or right of action which the University may have for any preceding or other breach of contract.

5.12 TAX CLEARANCE FOR CONTRACTS

Bidders shall submit with their bid packages, original or certified tax clearances from the State of Hawaii Department of Taxation and the Internal Revenue Service, in accordance with General Provision 2.23, Tax Clearance for Contracts.

5.13 TAX CLEARANCE FOR FINAL PAYMENT

Before final payment for the settlement of the contract can be made, Contractor shall submit an original or certified tax clearance from the State of Hawaii Department of Taxation and the Internal Revenue Service, in accordance with General Provision 7.2, Tax Clearance for Final Payment.

**APPENDIX A
PROPOSAL LETTER
UNIVERSITY OF HAWAII**

We propose to furnish and deliver any and all of the deliverables and services named in the Request for Proposals (RFP) to Furnish, Deliver, Install, Monitor and Maintain Security Alarm System for Honolulu Community College, RFP No. 05-041.

It is understood that this proposal constitutes an offer.

It is understood and agreed that we have read the University of Hawaii's specifications described in the RFP and that this proposal is made in accordance with the provisions of such specifications. By signing this proposal, we guarantee and certify that all items included in this proposal meet or exceed any and all such specifications.

We agree, if awarded the contract, to deliver goods or services which meet or exceed the specifications.

Respectfully submitted,

Legal Name of Offeror

Date

Authorized Signature (original) (Typed Name)

Title

Street Address

Telephone No.

City, State, Zip Code

Fax No.

Social Security OR Federal Tax Payer ID No.

Hawaii General Excise Tax License No.

Remittance Address (if different from street address)

City, State, Zip Code

Location of Offeror's Plant

Offeror is: ☐ Individual ☐ Partnership ☐ Corporation* ☐ Joint Venture

State of Incorporation: ☐ Hawaii ☐ Other:

Is Corporate Seal Available In Hawaii: ☐ Yes** ☐ No

* Attach to this page evidence of authority of the above officer to submit an offer on behalf of the corporation, giving also, the names and addresses of the other officers.

** If yes, affix corporate seal.

APPENDIX B PROJECT NARRATIVE

1. Provide manufacturer name, model number and description (manufacturer's literature and pictures) of the alarm system to be furnished, installed and monitored for this contract. Also provide the number of years the offeror has been in business installing, maintaining and monitoring alarm systems (minimum of FIVE [5] years).
2. Describe the alarm system's capabilities:
 - a. If "motion and entry" type or more sophisticated system. Describe its basic capabilities.
 - b. How system is armed and disarmed.
 - c. How system is monitored and how University personnel will be contacted for alarms.
3. Describe the maintenance program for the alarm system.
 - a. How often system will be checked and the type of maintenance work to be performed.
 - b. How repair work will be handled, response time to emergency calls.
 - c. Parts availability in the State of Hawaii.
 - d. Number of technicians to service Honolulu Community College and their qualifications.
4. Costs
 - a. State monthly costs by items to furnish, deliver, and install alarm system.
 - b. State monthly costs by items for maintenance and monitoring of the alarm system.

APPENDIX C REFERENCES

Provide the name of company, address, contact name, and phone number for at least THREE (3) references who can attest to the offeror's services and alarm system.

CERTIFICATION FOR TAX CLEARANCE

(See Official Document)